

ART EXHIBIT PROTECTION MEMORANDUM

University of Wisconsin – Fond du Lac

(Attach this form for each lender)

GENERAL

Your property is protected by the State of Wisconsin Self-funded Property Program for the actual cash value at the time of the loss. The dollar amount shown after each item on the list of items to be covered is the maximum amount that would be paid out for a total loss. This does not mean that the maximum will be paid out automatically.

In order to determine the value at the time of the loss various factors will be considered. A professional appraisal is required for all items that are valued at \$10,000 or more and is recommended for any rare, irreplaceable or unusual items.

ART EXHIBITS OWNED BY AN ART GALLERY

Galleries are expected to have documentation as to price paid for the piece of art and the selling price of similar works of art by the same artist.

ART EXHIBITS OWNED BY THE PROFESSIONAL ARTIST(S)

Generally, one-person shows or group shows will fall under this category. In case of loss, the artist will be required to furnish appraisals or proof of previous sales of similar works to document the value placed on the exhibit.

EXHIBITS BY ART COLLECTORS

For shows that are owned by an individual collector and collected over a period of time, the collector will be expected to show sales receipts or professional appraisals of rare and expensive items to verify values.

ART EXHIBITS BY NON-PROFESSIONALS

Generally, this class refers to one-person shows put on by art students, such as M.F.A. shows. Unless the artist has had previous sales of similar works of art, the value will be negotiated between the State of Wisconsin Self-funded Property Program and the artist, using such information as appraisals of remaining works, proof of time and material values, photographs of displayed works, and previous awards.

I Understand the Provisions of this Notice:

Exhibit Dates:

Signature of Artist, Lender, or Exhibitor & Date

From _____ To _____

XXXXXXXXXX

Printed Name of Artist, Lender, or Exhibitor

REQUEST FOR ART EXHIBIT COVERAGE

To be submitted along with an itemized list of artwork and individual values.

Art
Department

Person in Charge of Exhibit

929-3642

Phone

Art Gallery A125
Location of Exhibit

From _____
Possession Dates (all-inclusive)

Number of Pieces

Total Value

Signature of Campus Risk Manager & Date

ART LOSS REPORT FORM

EXHIBITOR

Name _____ Phone _____

Full Address _____
(Street) (City) (State)**EXHIBIT
INFORMATION**

Title _____ Location _____

Exhibit Dates _____ Hours Exhibit Open _____

**ART WORK
IDENTIFICATION**

Title _____

ATTACH A COPY OF INSURANCE DOCUMENTATION IF UNIVERSITY OWNED.

Was this item for sale? _____ Yes _____ No

A.M.

**DESCRIPTION
OF LOSS**

Date of Loss _____ Hour _____ P.M.

How was item secured in exhibit? _____

If stolen, to which enforcement agency was this reported?

_____ When? _____

ATTACH A COPY OF THE POLICE REPORT FOR VANDALISM OR THEFT.

Full description of loss (if stolen, also state time and place item was last seen before discovered missing).

**GENERAL
INFORMATION**

Provide proof of awards, prizes, or previous sales the artist has received to substantiate value of item lost. _____

SIGNATURES

Exhibitor (if available) _____

Exhibit Director _____

DATE OF REPORT

SIGNATURE

DEPARTMENT

EXHIBITOR Send To:
UW – Fond du Lac
Office of Risk Management
Attn: John Kiefer
400 University Drive
Fond du Lac, WI 54935CAMPUS Send To:
UW System Risk Management
P.O. Box 8010
Madison, WI 53708